

****Beginning FY20, this section will no longer be required to be completed by the Services. ODEI, in coordination with the Services, will create standardized business rules to aggregate the data found in the "Individual Reports" tab, and all analyses will be conducted through the Advana platform.**

General Instructions - Summary Information Tab

- (1) Each section requests information broken out by the type of complaint - formal, informal, or anonymous. The total number of complaints, complainants, and subjects should always add up across the other types of information requested. Enter appropriate number (#) in each column for FY2020.
 (2) Where the information is available, but there are no numbers, write zero "0."
 (3) Where the information is not available or not applicable, write "N/A."
 (4) Information on complaints that were pending at the end of the previously reported fiscal year should be summarized in this report's analysis section.
 (5) Roll your cursor over each cell with a red mark in the upper right corner for clarifying information, information on what data should be entered in the cell, or whether the cell will automatically generate a number based on an embedded formula. Cells that will have automatically generated totals are highlighted in dark blue.

A. TOTAL NUMBER OF SEXUAL HARASSMENT COMPLAINTS. The total formal, informal, and anonymous complaints should equal the sum of the sub-categories. For instance, the total number of formal complaints should equal the sum of substantiated, unsubstantiated, pending, dismissed, and unknown formal complaints. The complaint is substantiated if the finding of investigation for any subject is substantiated, unsubstantiated if the findings of investigation for all subjects are unsubstantiated, dismissed if the finding of investigation for all subjects are dismissed, and pending if the finding of investigation for any subject is still pending.

A1. Total Complaints	Formal	Informal	Anonymous
# Total Complaints	0	0	0
# Substantiated complaints			
# Unsubstantiated complaints			
# Dismissed complaints			
# Pending complaints			
# Unknown complaints			

B. FIRST-TIME OFFENDERS INVOLVED IN SUBSTANTIATED COMPLAINTS. This section counts the number of first-time offenders involved in substantiated complaints and the types of corrective actions administered as of the end of the reporting fiscal year (FY). The number of first-time (non-repeat) offenders may be greater than the number of substantiated complaints and the number of corrective actions may be greater than the number of first-time offenders.

B1. Corrective Actions to Alleged First-Time Offenders (May be > or = to A1)	Formal	Informal	Anonymous
# Total first-time Subject/AOs			
# Total first-time Subject/AOs pending corrective action as of the end of the FY			
# Total corrective actions administered to first-time Subject/AOs as of the end of the FY	0	0	0
(1) Judicial Punishment	0	0	0
# Discharges in lieu of court martial			
# Court-martial(s)			
(2) Non-Judicial Punishment (Punitive Action documented in member's official file)	0	0	0
# Adverse or administrative actions			
# Referred to agency outside of DoD			
# Other (include comments in the analysis section of your report)			
(3) Administrative (Non-Punitive or Corrective Action)	0	0	0
# Adverse or administrative actions			
# Referred to agency outside of DoD			
# Discharges in lieu of disciplinary action			
# Other (include comments in the analysis section of your report)			

C. REPEAT OFFENDERS INVOLVED IN ALL TYPES OF COMPLAINTS. This section counts the number of repeat offenders involved in all types of complaints and the types of corrective actions administered. A repeat offender is defined as an offender with a prior substantiated different complaint (or instance) of sexual harassment going back to FY2013 (at minimum). The number of corrective actions may be greater than the number of repeat offenders because more than one corrective action was given.

C1. Total Complaints Involving the Repeat Offender	Formal	Informal	Anonymous
# Total complaints involving the repeat offender	0	0	0
# Substantiated complaints involving the repeat offender			
# Unsubstantiated complaints involving the repeat offender			
# Dismissed complaints involving the repeat offender			

# Pending complaints involving the repeat offender			
# Unknown complaints involving the repeat offender			
C2. Corrective Actions to Repeat Offenders (May be > or = to A1)	Formal	Informal	Anonymous
# Total repeat offenders			
# Total repeat offenders pending corrective action as of the end of the fiscal year			
# Corrective actions administered to repeat offenders as of the end of reporting fiscal year	0	0	0
(1) Judicial Punishment	0	0	0
# Discharges in lieu of court martial			
# Court-martial(s)			
(2) Non-Judicial Punishment (Punitive Action documented in member's official file)	0	0	0
# Adverse or administrative actions			
# Referred to agency outside of DoD			
# Other (include comments in the analysis section of your report)			
(3) Administrative (Non-Punitive or Corrective Action)	0	0	0
# Adverse or administrative actions			
# Referred to agency outside of DoD			
# Discharges in lieu of disciplinary action			
# Other (include comments in the analysis section of your report)			
D. NOTIFICATIONS TO GENERAL COURT MARTIAL CONVENING AUTHORITY (GCMCA). In this section, record the number of different types of complaints with respect to when GCMCA was informed.			
D1. GCMCA Notification	Formal	Informal	Anonymous
# Total complaints that resulted in GCMCA notification (within or beyond 72 hours)	0	0	0
# Total complaints reported to GCMCA within 72 Hours			
# Total complaints reported to GCMCA beyond 72 Hours			
# Total GCMCA reporting unknown			
# Total GCMCA not required (for NGB only)			
E. LENGTH OF TIME BETWEEN WHEN THE INCIDENT OCCURRED AND WHEN THE COMPLAINT WAS REPORTED BY COMPLAINANT. DoD MEO policy encourages reporting of complaints within 60 days of the incident. In this section, record the number of different types of complaints with respect to the amount of time between the (most recent) incident and the complaint.			
E1. Length of time between occurrence of the (most recent) incident and when the incident was reported by the complainant.	Formal	Informal	Anonymous
# Total complaints with length of time between incident(s) and reporting	0	0	0
# Complaints reported less than or equal to (*)60 days following the incident			
# Complaints reported more than (*)60 days following the incident			
# Complaints where the time is unknown between when the incident occurred and when it was reported			
(*) Note: Reserve and Guard NLT 4 MUTAs. Drill periods are referred to as Unit Training Assemblies (UTA) equivalent to a 4 hour day. A full 8 hour day is referred to as a Multiple Unit Training Assembly (MUTA). There are 4 MUTAs in a two day drill weekend.			
(*) Note: National Guard AGR Title 32 USC status, and IAPT, AT, FTS (Title 32) submit NLT 180 days. National Guard Title 10 status on active duty status submit complaint NLT 60 days.			
F. WORK STATUS AT THE TIME OF INCIDENT(S) IN SUBSTANTIATED COMPLAINTS. In this section, record the number of different types of substantiated complaints with respect to the work statuses of the complainants or subject/Subject/AOs at the time the incident(s) occurred.			

F1. Complainants' Work Statuses	Formal	Informal	Anonymous
# Total number of substantiated complaints complainants' work statuses	0	0	0
# On Duty (i.e., during duty hours)			
# Off Duty (i.e., during time off)			
# Both On and Off Duty			
# Unknown/Unreported			
F2. Subject/Offenders' Work Statuses	Formal	Informal	Anonymous
# Total number of substantiated complaints subjects'/offenders' work statuses	0	0	0
# On Duty (i.e., during duty hours)			
# Off Duty (i.e., during time off)			
# Both On and Off Duty			
# Unknown/Unreported			
G. NATURE OF ALLEGATIONS IN <u>SUBSTANTIATED</u> COMPLAINTS. In this section, record the number of different types of substantiated complaints with respect to the nature of allegations identified below. The numbers in this section sum to more than the number of complaints for a given type because one complaint may contain several allegations.			
G1. Identify Nature of Allegation(s) in Substantiated Formal Complaints	Formal	Informal	Anonymous
(1) Total Hostile Work Environment	0	0	0
# Substantiated complaints involving crude/offensive behavior			
# Substantiated complaints involving unwanted sexual attention			
(2) Total Quid Pro Quo	0	0	0
#Substantiated complaints involving unwanted sexual coercion			
G2. Identify Online Behavior in Substantiated Formal Complaints	0	0	0
# Substantiated complaints involving social media			
# Substantiated complaints involving electronic-communication			
H. CHARACTERISTICS OF OFFENDERS INVOLVED IN SUBSTANTIATED INCIDENTS.			
H1. Characteristics of Male Offenders Involved in Substantiated Complaints	Formal	Informal	Anonymous
(1) Total Pay Grades or Employment Types for Male Offenders	0	0	0
# E1-E4			
# E5-E6			
# E7-E9			
# W01-W05			
# O1-O3			
# O4-O6			
# O7-O10			
# GS 1-8			
# GS 9-13			
# GS 14-15			
# SES			
# DoD/Service Contractor			
# Unknown			
# Other (Explain in Section L; Analysis)			
(2) Total Race Categorizations for Male Offenders	0	0	0

# American Indian or Alaskan Native			
# Asian			
# Black			
# Native Hawaiian or other Pacific Islander			
# White			
# Multi-racial			
# Unknown			
(3) Total Hispanic Categorizations for Male Offenders	0	0	0
# Hispanic			
# Non-Hispanic			
# Unknown			
H2. Characteristics of Female Offenders Involved in Substantiated Complaints	Formal	Informal	Anonymous
(1) Total Pay Grades or Employment Types for Female Offenders	0	0	0
# E1-E4			
# E5-E6			
# E7-E9			
# W01-W05			
# O1-O3			
# O4-O6			
# O7-O10			
# GS 1-8			
# GS 9-13			
# GS 14-15			
# SES			
# DoD/Service Contractor			
# Unknown			
# Other (Explain in Section L; Analysis)			
(2) Total Race Categorizations for Female Offenders	0	0	0
# American Indian or Alaskan Native			
# Asian			
# Black			
# Native Hawaiian or other Pacific Islander			
# White			
# Multi-racial			
# Unknown			
(3) Total Hispanic Categorizations for Female Offenders	0	0	0
# Hispanic			
# Non-Hispanic			
# Unknown			
I. CHARACTERISTICS OF COMPLAINANTS INVOLVED IN SUBSTANTIATED INCIDENTS.			
II. Characteristics of Male Complainants Involved in Substantiated Complaints	Formal	Informal	Anonymous
(1) Total Pay Grades or Employment Types for Male Complainants	0	0	0
# E1-E4			
# E5-E6			
# E7-E9			

# W01-W05			
# O1-O3			
# O4-O6			
# O7-O10			
# GS 1-8			
# GS 9-13			
# GS 14-15			
# SES			
# DoD/Service Contractor			
# Unknown			
# Other (Explain in Section L; Analysis)			
(2) Total Race Categorizations for Male Complainants	0	0	0
# American Indian or Alaskan Native			
# Asian			
# Black			
# Native Hawaiian or other Pacific Islander			
# White			
# Multi-racial			
# Unknown			
(3) Total Hispanic Categorizations for Male Complainants	0	0	0
# Hispanic			
# Non-Hispanic			
# Unknown			
I2. Characteristics of Female Complainants Involved in Substantiated Complaints	Formal	Informal	Anonymous
(1) Total Pay Grades or Employment Types for Female Complainants	0	0	0
# E1-E4			
# E5-E6			
# E7-E9			
# W01-W05			
# O1-O3			
# O4-O6			
# O7-O10			
# GS 1-8			
# GS 9-13			
# GS 14-15			
# SES			
# DoD/Service Contractor			
# Unknown			
# Other (Explain in Section L; Analysis)			
(2) Total Race Categorizations for Female Complainants	0	0	0
# American Indian or Alaskan Native			
# Asian			
# Black			
# Native Hawaiian or other Pacific Islander			
# White			
# Multi-racial			

# Unknown			
(3) Total Hispanic Categorizations for Female Complainants	0	0	0
# Hispanic			
# Non-Hispanic			
# Unknown			
J. RELATIONSHIP OF OFFENDER(S) TO COMPLAINANT(S) IN <u>SUBSTANTIATED COMPLAINTS</u>. Provide the total number of relationships per the sub-categories below. Use the “other” sub-category to capture a relationship not described below. Provide an explanation of the number in the other sub-category in your analysis section.			
J1. Relationship of Offender(s) to the Complainant(s) in Substantiated Complaints.	Formal	Informal	Anonymous
(1) Total Number of Working Relationships (Select one)	0	0	0
# Military co-worker			
# In chain-of-command			
# Military subordinate			
# Military person of higher rank/grade not in chain-of-command			
# Other military person(s)			
# DoD/Service civilian employee (s)			
# DoD/Service civilian contractor(s)			
# Person in the local community			
# Unknown			
(2) Total Number of Gender Relationships (Select one)	0	0	0
# Same gender			
# Different gender			
# Unknown (Anonymous, etc.)			
(3) Total Number of Unit Relationships (Select one)	0	0	0
# Same unit			
# Different unit			
# Unknown (Anonymous, etc.)			
K. RETALIATION AS A RESULT OF THE SEXUAL HARASSMENT COMPLAINT OF ALL TYPES. In this section, record the number of complaints (regardless of the findings of the investigation) for which the sub-categories below apply because either the complainant or the subject/Subject/AO allege retaliation.	Formal	Informal	Anonymous
K1. Total Number of Complaints Involving Retaliation Types Described Below	0	0	0
# Retaliation			
# Reprisal			
# Ostracism			
# Maltreatment			